

**Millersville Board of Commissioners
Work Session Agenda**

**Monday, August 7, 2023 at 5:00 P.M.
at Millersville City Hall**

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. City Department Updates:
 - a. Building Department
 - b. Planning Department
 - c. Parks Department
 - d. Fire Department
 - e. Police Department
 - f. Public Works Department
4. Discussion on the Police Chief position.
5. Discussion of Annexation of Poplar Ridge and Firehouse and where we are at.
6. Discussion of De-annexation of 2186B Tinnin Rd. and the Highland Rim Race Track.
7. **Ordinance 23-797** An ordinance Amending the City of Millersville Official Zoning and Land Use Map for Highway 31W Property.
8. **Resolution 23-R-16** A Resolution Approving the Proposed Annexation of Territory into the City of Millersville, Tennessee By Owner Consent and Approving a Plan of Services.
9. Citizen Comments
10. City Attorney Comments.
11. City Manager Comments.
12. Commissioner Comments
13. Adjournment.



CITY OF MILLERSVILLE
1246 LOUISVILLE HIGHWAY
MILLERSVILLE, TENNESSEE 37072
Telephone 615-859-0880

Monthly Report

TO: Millersville City Commission

FROM: Charlie Pieri - City Planner

RE: May Planning Department Update

August 1st, 2023

Commission Members;

Here is an update of activities for the planning department.

August 2023 Planning Department Update

- No Department activity for July
- 1201 Louisville Highway Event Center *site-plan approval*.
- 7035 Bethel Rd Rezone from RR to SR1 to be subdivided (*Rural Residential to Suburban Residential 1*).

Future Planning Department Activities in August 2023

- Amendments to the Current Zoning Ordinance. *Still in Progress*
- Sumner County Quarterly Planners Meeting in Gallatin.
- GNRC Comprehensive Land Use Plan Public Engagement Event 08/29 5:00pm
@ *Community Center*
- No Planning Activities scheduled for September.

Millersville Parks & Recreation

Monthly Status Report

August 2023

Facility Use

Paid Facility Use & Revenues (for August)

ROOM	WEEKDAY RENTALS	WEEKEND RENTALS	DEPOSITS RECEIVED	RENT RECEIVED
FULL FACILITY	0	0	\$0	\$0
RECEPTION HALL	1	4	\$2500	\$3210
105	0	2	\$100	\$190
106	1	5	\$600	\$975
107	0	2	\$100	\$120
PAVILIONS	0	2	\$30	\$40
TOTAL RENTALS – ALL FACILITIES	2	15	\$3,330	\$4,535

Unpaid Facility Use (August)

ROOM	WEEKDAY RENTALS	WEEKEND RENTALS
FULL FACILITY	0	0
RECEPTION HALL	1	0
105	0	0
106	4	0
107	0	0
TOTAL RENTALS – ALL ROOMS	5	0

**unpaid facility users include Sit & Stitch Fit Club, our own events, various city meetings, etc.

Future Bookings (Booked or Received \$ During July)

ROOM	Rentals	DEPOSITS RECEIVED	RENT RECEIVED
FULL FACILITY		\$0.00	\$0.00
RECEPTION HALL	4	\$2000	\$70
105	3	\$100	\$280
106	8	\$800	\$1,645
107	2	\$50	\$405
PAVILIONS	2	\$30	\$50
TOTAL RENTALS – ALL ROOMS		\$2,980	\$2,450

-
-

- **Programs/classes**

- **Sit & Stitch**
- **Ongoing club happening every Wednesday**
- **From sewing together to learning new crafts together**

Maintenance

Playground is receiving maintenance and we are waiting on the parts for it.

Wades Lawn Services will be landscaping and redoing the front and sides of our Community Center.

Administrative

- **Fall Festival is still ongoing we have more vendors reaching out wanting to participate,**
- **Banners are made and will be put up when closer**
- **Right now, we are expecting 355 people and counting to attend.**
- **I will be shifting gears and working on our Halloween Event and Christmas parade.**



Millersville Fire Department

1246 Louisville Highway
Millersville, TN 37072



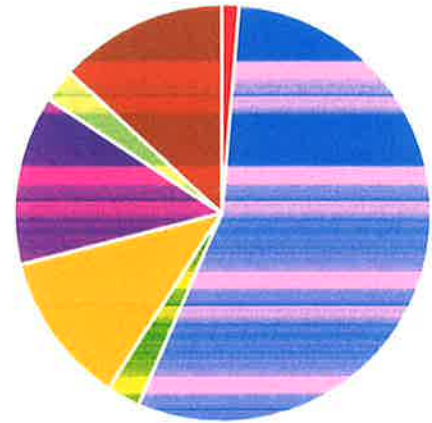
Fire - Incident Types with Monthly Breakdown July, 2023

Year to Date Calls: 523

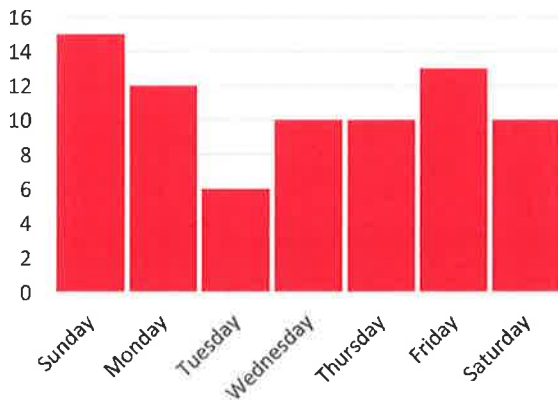
Previous Year to Date: 474

Incident Type Group	Number of Calls
100 - Fire	1
300 - EMS /Crashes	42
400 - HAZMAT	2
500 - Service Call	9
600 - Good Intent	10
700 - False Alarm	2
800 - Natural Disaster	0
Null- No Response	10
Total Calls:	76

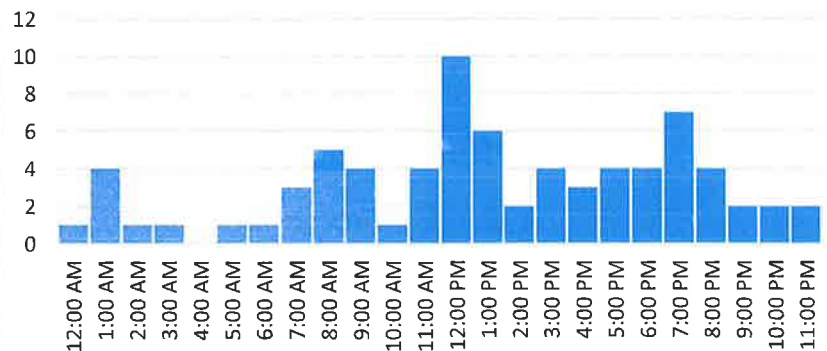
- 100 - Fire
- 300 - EMS /Crashes
- 400 - HAZMAT
- 500 - Service Call
- 600 - Good Intent
- 700 - False Alarm
- 800 - Natural Disaster
- Null- No Response



Calls for service by days of the week.



Calls for service by time of day.



Outstanding Issues:

After Hours calls for service have increased, especially weekend calls as the graphs show.

Part-time firefighter advertising is going out soon. After internal advertising is complete.

Remodel is close to being wrapped up. Waiting on bathroom countertops, then plumbing fixtures will be installed.

Group A Offenses - YTD Annual Comparisons

Current date: 8/1/2023 12:21:09 PM (Central Daylight Time)

Measures: Number of Crimes

Jurisdiction by Geography: Millersville Police Department

Incident Date	Jul 2023 YTD	Jul 2022 YTD	Jul 2022 YTD - Jul 2023 YTD Growth %
Offense Type			
All Offense Types	110	147	-25.17
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Negligent Vehicular Manslaughter			
Kidnapping/Abduction			
Forcible Rape	2		
Forcible Sodomy			
Sexual Assault W/Object			
Forcible Fondling	1	1	0.00
Incest			
Statutory Rape		1	-100.00
Aggravated Assault	10	6	66.67
Simple Assault	17	28	-39.29
Intimidation	3		
Stalking		1	-100.00
Commercial Sex Acts			
Involuntary Servitude			
Arson		1	-100.00
Bribery			
Burglary	3	1	200.00
Counterfeiting/Forgery	3	1	200.00
Destruction/Damage/Vandalism	4	15	-73.33
Embezzlement			
Extortion/Blackmail			
Fraud - False Pretenses	4	1	300.00
Fraud - Credit Card/ATM	4	2	100.00
Fraud - Impersonation	4	3	33.33
Fraud - Welfare			
Fraud - Wire		1	-100.00
Fraud - Identity Theft			
Fraud - Computer Hacking/Invasion			
Robbery			
Theft - Pocket-picking			
Theft - Purse Snatching		1	-100.00
Theft - Shoplifting	2	1	100.00
Theft From Building	2	2	0.00
Theft From Coin Machine			
Theft From Motor Vehicle	1	5	-80.00
Theft of Motor Vehicle Parts	1	4	-75.00

Group A Offenses - YTD Annual Comparisons

Current date: 8/1/2023 12:21:09 PM (Central Daylight Time)

Measures: Number of Crimes

Jurisdiction by Geography: Millersville Police Department

Incident Date	Jul 2023 YTD	Jul 2022 YTD	Jul 2022 YTD - Jul 2023 YTD Growth %
Offense Type			
Theft - All Other Larceny	8	6	33.33
Motor Vehicle Theft	1	2	-50.00
Stolen Property Offenses		1	-100.00
Animal Cruelty			
Drug/Narcotic Violations	27	44	-38.64
Drug/Narcotic Equipment Violations	12	15	-20.00
Gambling - Betting/Wagering			
Gambling - Operating/Promoting			
Gambling - Equipment Violations			
Gambling - Sports Tampering			

Group B Arrests - YTD Annual Comparisons

Current date: 8/1/2023 12:21:58 PM (Central Daylight Time)

Measures: Number of Arrestees

Jurisdiction by Geography: Millersville Police Department

Arrest Date	Jul 2023 YTD	Jul 2022 YTD	Jul 2022 YTD - Jul 2023 YTD Growth %
Offense Type			
Group B Offenses	29	25	16.00
Bad Checks			
Curfew/Vagrancy			
Disorderly Conduct			
DUI	24	12	100.00
Drunkenness	1	1	0.00
Family-Non Violent			
Liquor Law Violations			
Peeping Tom			
Runaway			
Trespass	1	1	0.00
90Z: All Other Offenses	3	11	-72.73

Millersville Police Department (TN0830600) - Monthly NIBRS Submissions - 2023

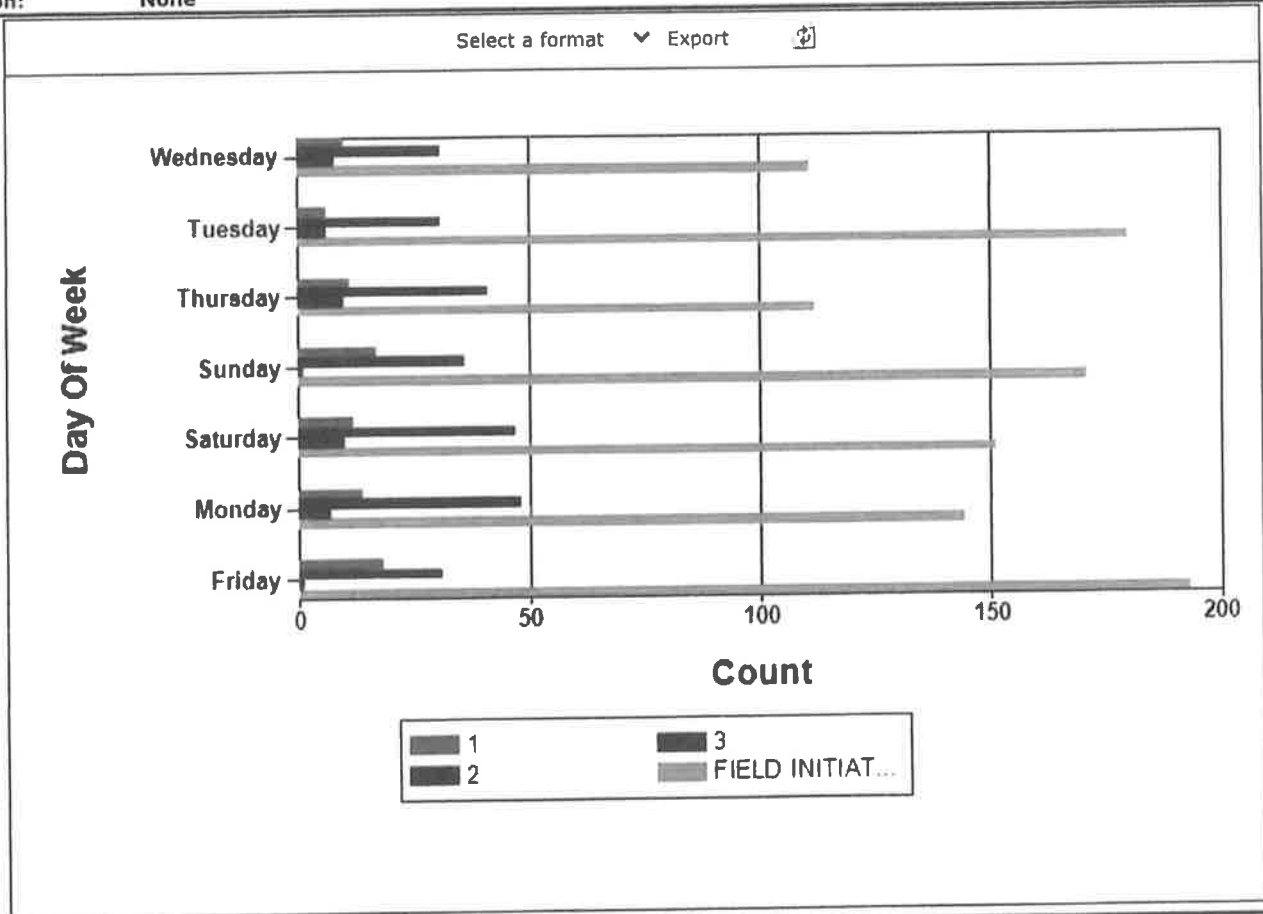
Month	Number of Incidents	Number of Arrests	Number of Recovered Properties	Number of Exceptionally Cleared Incidents	Zero Report
January	13	14	0	0	×
February	13	7	1	0	×
March	14	14	0	0	×
April	17	13	0	0	×
May	16	7	1	0	×
June	16	13	0	0	×
July	0	0	0	0	×

Day Of Week Call Volume Summary

12:17 PM 8/1/2023

Data Source: Data Warehouse

Agency: Law
 Division: MILLERSVILLE PD
 Day Range: Date From 7/1/2023 To 7/31/2023
 Day of Week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
 Exclusion: None



1	1
2	2
3	3
4	FIELD INITIATED
99	SCHOOL LOCKDOWN

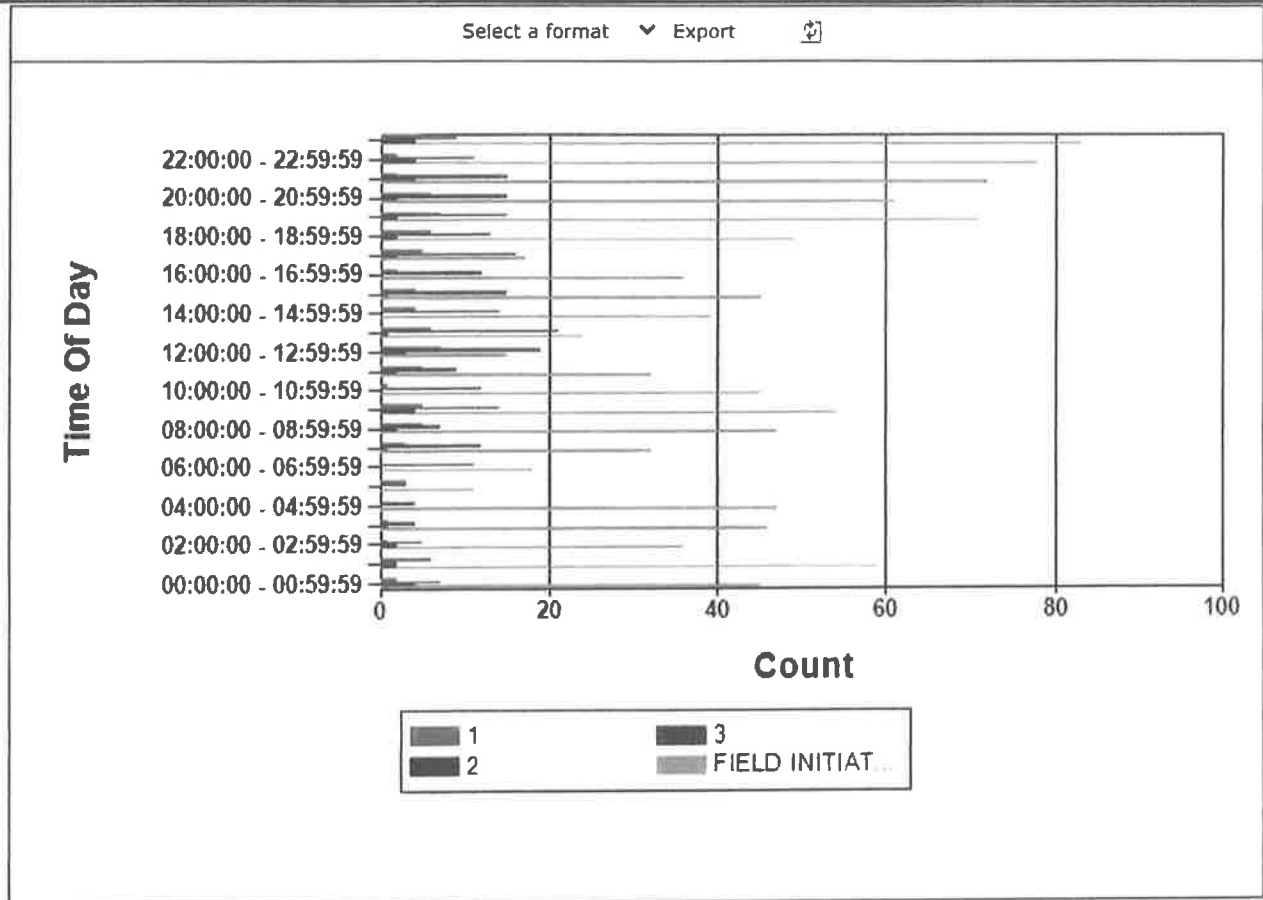
Day of Week	1	2	3	4	5	6
Sunday	17	36	1	171	0	225
Monday	14	48	7	144	0	213
Tuesday	6	31	6	180	0	223
Wednesday	10	31	8	111	0	160
Thursday	11	41	10	112	0	174
Friday	18	31	1	193	0	243
Saturday	12	47	10	151	0	220
Total	88	265	43	1062	0	1458

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Close

12:19 PM 8/1/2023
Data Source: Data Warehouse

Agency:	Law
Division:	MILLERSVILLE PD
Day Range:	Date From 7/1/2023 To 7/31/2023
Time of Day:	00:00:00 - 00:59:59, 01:00:00 - 01:59:59, 02:00:00 - 02:59:59, 03:00:00 - 03:59:59, 04:00:00 - 04:59:59, 05:00:00 - 05:59:59, 06:00:00 - 06:59:59, 07:00:00 - 07:59:59, 08:00:00 - 08:59:59, 09:00:00 - 09:59:59, 10:00:00 - 10:59:59, 11:00:00 - 11:59:59, 12:00:00 - 12:59:59, 13:00:00 - 13:59:59, 14:00:00 - 14:59:59, 15:00:00 - 15:59:59, 16:00:00 - 16:59:59, 17:00:00 - 17:59:59, 18:00:00 - 18:59:59, 19:00:00 - 19:59:59, 20:00:00 - 20:59:59, 21:00:00 - 21:59:59, 22:00:00 - 22:59:59, 23:00:00 - 23:59:59
Exclusion:	None



1	1
2	2
3	3
4	FIELD INITIATED
99	SCHOOL LOCKDOWN

1	2	3	4	5	6
2	7	4	45	0	58
6	2	2	59	0	69
1	5	2	36	0	44
1	4	1	46	0	52
0	4	0	47	0	51
3	3	0	11	0	17
0	11	0	18	0	29
3	12	1	32	0	48
5	7	2	47	0	61
5	14	4	54	0	77

Inform Browser : 21.102.75.2 - Time of Day Call Volume Summary

1	12	0	45	0	58
5	9	2	32	0	48
7	19	3	15	0	44
6	21	1	24	0	52
4	14	0	39	0	57
4	15	1	45	0	65
2	12	0	36	0	50
5	16	2	17	0	40
6	13	2	49	0	70
7	15	2	71	0	95
6	15	2	61	0	84
2	15	4	72	0	93
2	11	4	78	0	95
5	9	4	83	0	101
88	265	43	1062	0	1458

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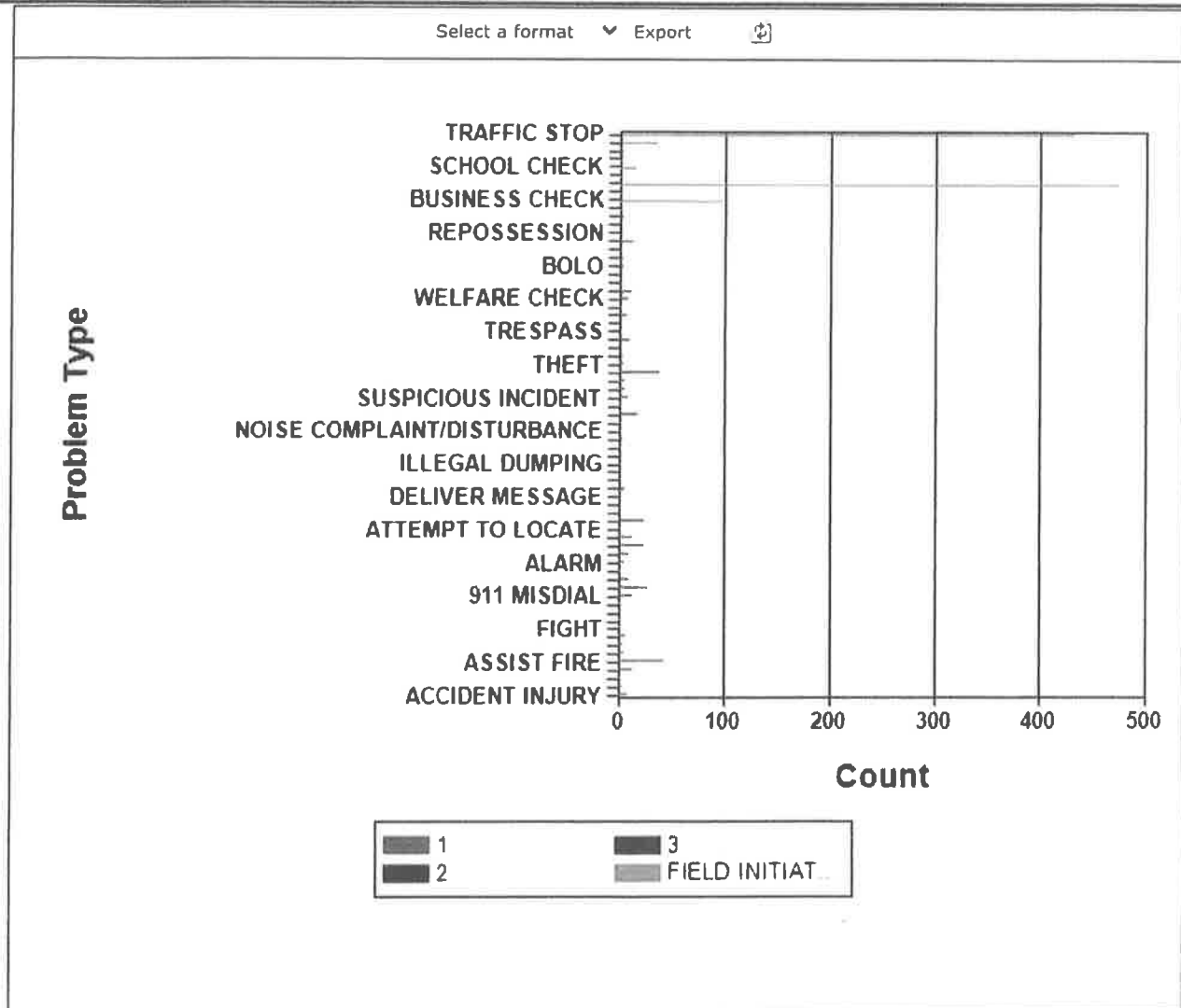
Close

Problem Type Summary

12:18 PM 8/1/2023

Data Source: Data Warehouse

Agency: Law
 Division: MILLERSVILLE PD
 Day Range: Date From 7/1/2023 To 7/31/2023
 Exclusion: None



1	1
2	2
3	3
4	FIELD INITIATED
99	SCHOOL LOCKDOWN

Problem Type	1	2	3	4	99	Count
TRAFFIC STOP	0	0	12	0	0	12
SCHOOL CHECK	0	13	0	0	0	13
BUSINESS CHECK	0	0	2	0	0	2
REPOSSESSION	0	28	0	0	0	28
BOLO	0	0	1	0	0	1
WELFARE CHECK	0	0	0	0	0	0
TRESPASS	8	0	0	0	0	8
THEFT	0	0	0	0	0	0

[illegible]

8/1/23, 12:18 PM

Inform Browser : 21.102.75.2 - Problem Type Summary

Number of Calls
Number of Calls
Number of Calls
Number of Calls
Number of Calls
Number of Calls

0	0	0	0	0	0
0	0	0	0	0	0
0	9	0	0	0	9
0	0	0	0	0	0
0	0	0	0	0	0
88	265	43	1062	0	1458

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Close

Sewer Maintenance & Repair

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:

This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year, public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

[illegible]

Alarm Response Goal:

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition, such as high water levels due to large rain events, loss, power outages and/or loss of phase.

[illegible]

System Repairs Goal:

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains. We've been training key personnel over the last two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

The mainline and service line repairs are mitigated in large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Therefore, we have to make repairs and if the line break was due to negligence, will send the responsible party a repair bill. In some cases, the breaks are due to weather and age.

[illegible]

Work Order Maintenance Response Goal:

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 2,000 utility customers. Dispatched and managed through our computer based work order system, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 500+ mini-lift stations (grinder pumps) in our system using a proactive, programmatic approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus we have a large number of "change-outs" (C/O) as listed below.

Some of these change-outs can also be attributed to customer negligence (throwing foreign materials down the toilet). When abuse is the contributing factor, I will charge the cost of the pumps, panels and service costs to the customer.

Work Orders	FY-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD-23-24
Grinder Tank PM Program														0
2000 to Extreme C/O														0
2000 to 2000 C/O														0
Extreme to 2000 C/O														0
Extreme to Extreme C/O														0
E-one to Barnes	41	1												1
Myers to Myers C/O	41	5												5
Barnes to Barnes C/O	0													
Barnes to Myers C/O	3	1												1
Hydromantic to Myers C/O	0													
Discharge Assembly	9	3	3											3
Pumps Purchased	68	50												50
Total Pumps Replaced	97	7												7
Total Pumps On Hand	4	43												
Low Pressure Service Requests	11													
Gravity Service Requests	0													
Inspection for New Service	21	1												1
Final Inspection for New Service	21	1												1
Sewer Service Calls	402	46												46
After Hour Sewer Calls	105	9												9
Odor Complaints	2													

Major Lift Stations Repairs:

Lift Station repairs were as follows:

5/24/17 Williamson Road

scrap cable was hung in pump

4/24/18 Quailwood pumpstation

installed Barnes

Staffing: The public works department has 6 full time employees.

PUBLIC WORKS
STREET/FACILITY MAINTENANCE/DRAINAGE (Stormwater)

Total Hours Worked	FY-22-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	June-24	YTD-23-24
Street														0
Sewer														0
Facility Maintenance Total	46													
Community Center / Parks	404													
City Hall	10													
Station 2	4													
Fleet Maintenance	71	2												2
Meeting/Training	6													
Leave	320	16												16
Holiday	288	24												24
Overtime	181													
Administrative														
Drainage Work (feet)	570													
Drainage Complaints	2													
Drainage Man Hours	13													
Debris Removed Load	42													
Good House Keeping (PW)	31													
Sweeping Man Hours	10													
Codes Abatement	2													
Codes Abatement Dollar Amount	\$355.00													
Mowing Hours	149	60												60
Curb Repair														
Shoulder Linear Foot	30													
Shoulder Hours	2													
Pothole Hours	49													
R-O-W Hours	103	3												3
Sign/Repaired	25													
Sign Work Hours	18													
Salt Hours	27													
Salt Tons	12													
Water Disconnect/Reconnect	798													
Assist Fire Dept.														
Assist Police Dept.	45													
City Event Banners/ City Sign	2													

Sign Replacement:

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals are bending the signs until they break way.

Public Works Special Projects:

The goal is to be reactive to special requests that are made from time to time wither from the City Administrator or other departments.

Road Work Program:

The goal for this program is to maintain the City's right-of ways and drive lanes so they are free from hazards.

1. Curb - repair concrete curbs
2. Shoulder - maintain shoulders with rock
3. Potholes - repair asphalt such as base failures and pothole patching
4. Potholes - man hours associated with potholes/asphalt work
5. Mowing - medians, right-of-ways and City owned properties
6. R-O-W - tree trimming and roadside vegetative management (weed spraying)
7. Signs - repair, replace and/or instal signs within the City limits
8. Salt - winter weather road clearing and salting

[illegible]

The goal of the brush collection and litter control program is to maintain an efficient collection service for the residents. In the past, residents have not been satisfied with the level of service that the department was providing. I believe that part of the perception is a function of the quantity of material placed out for collection. The City only operates two (2) trucks. One driver is dedicated to this task and will only perform other job duties if there is not any yard waste to collect.

[illegible]

Bulk items and brush

[illegible]

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 23-797

**AN ORDINANCE AMENDING THE CITY OF MILLERSVILLE OFFICAL
ZONING AND LAND USE MAP**

WHEREAS, the Governing Body of the City of Millersville has reviewed its Official Zoning and Land Use Map and determined that a certain zoning district no longer supports the economic needs of residents and visitors in the City of Millersville; and

WHEREAS, the Governing Body for the City of Millersville has identified the need to amend the City of Millersville Official Zoning Map pertaining to Permitted and Conditional Uses in a Certain area of the city; and

WHEREAS, the Heavy Commercial (HC) zoning district is no longer desirable along a section of Louisville Highway as shown on Sumner County Tax Map 121, Parcel 71.00; and

WHEREAS, the Mixed Commercial (MXC) zoning district would allow for more diverse use of commercial land; and

WHEREAS, the Planning Commission voted unanimously on June 16, 2023 to recommend the amendment to the Land Use Zoning Map.

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, that: this zoned area is currently zoned for Heavy Commercial (HC) and it will be amended to Mixed Commercial (MXC),

All Ordinances or parts thereof in conflict with the attachment hereto are hereby repealed.

This Ordinance shall become effective immediately upon passage, the public welfare requiring it.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Tommy Long, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

Approved as to Form and legality:

By: _____
Jack Freedle., City Attorney

RESOLUTION 23-R-16

A RESOLUTION APPROVING THE PROPOSED ANNEXATION OF TERRITORY INTO THE CITY OF MILLERSVILLE BY OWNER CONSENT AND APPROVING A PLAN OF SERVICES

WHEREAS, the City of Millersville, having been petitioned by interested persons, approves the extension of its corporate limits by the annexation of certain territory adjoining its existing boundaries and within its urban growth boundaries; and

WHEREAS, the owners of all property within the territory proposed for annexation have given their written consent by notarized petition so that a referendum is not required; and

WHEREAS, a copy of this Resolution, describing the territory proposed for annexation, was promptly sent by the City of Millersville to the last known address listed in the office of the property assessor for each property owner of record within the territory proposed for annexation, with such being sent by first class mail and mailed no later than fourteen (14) calendar days prior to the scheduled date of the hearing on the proposed annexation by owner consent; and

WHEREAS, this Resolution was also published by posting copies of it in at least three (3) public places in the territory proposed for annexation and in a like number of public places in the City of Millersville, and by publishing notice of the Resolution at or about the same time in a newspaper of general circulation in such territory and the City of Millersville; and

WHEREAS, a Plan of Services for the area proposed for annexation is attached as *Exhibit A* hereto, which Plan of Services addresses the same services and timing of services as required in Tennessee Code Annotated § 6-51-102; and

WHEREAS, the proposed annexation and Plan of Services were submitted to the Planning Commission for study, and it has recommended the same; and

WHEREAS, notice of the time and purpose of a public hearing on the proposed annexation and the Plan of Services was published in a newspaper of general circulation in the City of Millersville not less than fifteen (15) days before the hearing, which notice included the locations of a minimum of three (3) copies of the Plan of Services for public inspection during all business hours from the date of notice until the public hearing; and

WHEREAS, a public hearing on the proposed annexation and Plan of Services was held by the governing body on August 15, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City of Millersville, Tennessee as follows:

- a. That the following territory is hereby annexed and incorporated into boundaries of the City of Millersville, to be effective as of September 19, 2023, to wit:

SUMNER COUNTY, SPECIFICALLY IDENTIFIED AS PROPERTY
MAP# 099, PARCELS 001.01, 001.02, 001.03, 001.04 AND 008.08

- b. That the Plan of Services for this territory which is attached as *Exhibit A* hereto is approved and the same is hereby adopted).
- c. That the City Recorder will cause a copy of this Resolution to be forwarded to the Mayor of Sumner County including the Plan of Services.
- d. That a copy of this Resolution shall be recorded with the Sumner County Register of Deeds, and a copy shall also be sent to the Tennessee Comptroller of the Treasury and the Sumner County Assessor of Property.
- e. That a copy of this Resolution, as well as the portion of the Plan of Services related to emergency services and a detailed map of the annexed area, shall be sent to any affected emergency communication district following certification by the election commission that the annexation was approved.

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that the City of Millersville, Tennessee shall annex the above outlined parcels effective fifteen (15) days after passage.

RESOLVED, this 19th day of September, 2023.

BOARD OF COMMISSIONERS

By: _____

Tommy Long, Mayor

Attest:

Approved to Form and Legality:

By: _____

Holly Murphy, City Recorder

By: _____

Jack Freedle, City Attorney